



Office of the City Clerk

Weekly Report – for Week Ending November 17, 2017

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Elections

As part of the “Gettin’ Them While They’re Young!” campaign, staff conducted a mock election at John Muir Middle School and provided a civics education presentation at San Fernando High School this week. The outreach team also filmed content for a new public service announcement (PSA) featuring the California statute allowing 16 and 17-year-olds to pre-register to vote. The PSA will be released in the coming weeks.

The Elections team held a voter registration drive at the New Americans swearing-in event at the Convention Center on November 16.

Business Improvement Districts (BIDs)

A Request for Proposal (RFP) for Capacity Building Training for BID staff and boards was released on November 13. The accompanying pre-proposal conference for this RFP was held the following day.

On November 17, an RFP was released for a Public Information Campaign to increase awareness of business improvement districts as economic development tools.

Neighborhood Councils (NC)

Clerk staff held its annual budget overview meeting with representatives from the NC Budget Advocates on November 16. Elections staff were on hand to discuss the proposed 2018-18 NC election budget. Input from this discussion will inform the Budget Advocates white paper outlining recommendations to the City for FY 2018-19.

Records Management Archival Activity

The City Planning Department reviewed over 200 ordinances pertaining to the Southwest Valley Community Plan.

Systems

The Neighborhood Council Candidate Registration web portal has been updated with the latest security validation software. This feature prevents an automated program from attacking the website by verifying a computer user is an actual person and not bot software.

The Public Convenience and Necessity (PCN) form has been converted to an electronic format. The new format allows the public to fill out the form from the City Clerk web portal, attach required documents, and submit the form for process with just a few mouse clicks.

The Early Notification Subscription (ENS) has been setup for the new Office of the Public Accountability Citizens Committee. The public can now go online and subscribe to documents published by the committee.